



Richmond Community High School Alumni Association

ALUMNI ASSOCIATION BYLAWS

Ratified MARCH 24, 2011

ARTICLE I NAME

The name of this organization is the Richmond Community High School (RCHS) Alumni Association.

ARTICLE II MISSION

The mission of the RCHS Alumni Association is to promote, preserve, and celebrate Community's unique spirit and culture by offering on-going opportunities for connection, resource sharing, and productive partnership between alumni, friends, and future alumni through a variety of activities, programs and events.

ARTICLE III MEMBERSHIP

SECTION 1. SIZE. It shall be the aim of this alumni association to maintain a sufficient number of active members to achieve and sustain the mission of this organization.

SECTION 2. MEMBERSHIP. Persons who have graduated from or attended Richmond Community High School are eligible for membership in this alumni association. Membership is granted based on registration and payment of any established dues. Current students are not eligible for membership.

SECTION 2.1 AFFILIATE MEMBERSHIP. Current and former teachers, staff, parents, and other friends of the high school are eligible for Affiliate Membership in this alumni association. Affiliate membership is granted based on registration and payment of any established dues.

ARTICLE IV OFFICERS

SECTION 1. ELECTIONS. Each year at the annual meeting, the RCHS Alumni Association will elect the following officers: President, Vice President, Secretary, Treasurer, Director of Communication, and Director of School Affairs. When meeting collectively, these officers shall be called the Executive Board.

SECTION 2. TERM OF OFFICE. The officers of this alumni association shall serve for one year. An officer may succeed himself/herself.

SECTION 3. VACANCIES OF OFFICE. In the case of a vacancy, the Executive Board shall appoint a replacement officer to serve the remainder of the current term of office.

ARTICLE V DUTIES OF OFFICERS

SECTION 1. PRESIDENT. The President shall:

- A. Serve as the presiding officer at all meetings and at meetings of the Executive Board.
- B. Coordinate the functions of all alumni association officers and committees.
- C. Appoint a Nomination Committee Chair responsible for establishing a committee to develop a slate of officer candidates to be presented to the association 30 days prior to the annual meeting.
- D. Appoint such committees as are necessary to carry out the goals of the alumni association.
- E. Serve as an ex-officio member of all committees.

SECTION 2. VICE PRESIDENT. The Vice President shall:

- A. Coordinate and oversee the membership program of the alumni association.
- B. Perform all presidential functions in the absence of the President.

SECTION 3. SECRETARY. The secretary shall:

- A. Maintain the official records of the alumni association, to include accurate recording of alumni organization meetings, Executive Board meetings, alumni association by-laws, annual membership rosters, and all other official documents.
- B. Coordinate with the Director of Communication on necessary correspondence created on behalf of the alumni association.

SECTION 4. TREASURER. The Treasurer shall:

- A. Receive and disburse the funds of the alumni association in a prudent manner.
- B. Maintain an accurate record of all alumni association transactions.
- C. Develop the alumni association budget for approval by the organization and strive to ensure that the budget plan is followed.
- D. Ensure that all financial forms and reports prescribed by federal and state laws are filed as required.

SECTION 5. DIRECTOR OF COMMUNICATIONS. The Director of Communications shall:

- A. Provide timely information concerning alumni association activities to the members and friends of the association using various methods including (but not limited to) the RCHS Alumni Association website, other social media, newsletters and e-mail.
- B. Coordinate with the Secretary on necessary correspondence created on behalf of the alumni association.

SECTION 6. DIRECTOR OF SCHOOL AFFAIRS. The Director of School Affairs shall:

- A. Serve as a primary liaison between the RCHS Alumni Association Executive Board and other school officials, boards, and groups.

SECTION 7. ALL OFFICERS. All officers shall:

In addition to their stated duties, perform such duties as their offices or the alumni association may require.

**ARTICLE VI
EXECUTIVE BOARD MEETINGS**

SECTION 1. REGULAR MEETINGS. The Executive Board shall meet quarterly or at the discretion of the President. Meeting dates will be posted in a timely manner and will be open to members of the alumni association.

SECTION 2. SPECIAL MEETINGS. Special meetings may be called at the discretion of the President or the Executive Board. Special meetings are open to members of the alumni association at the discretion of the President or the Executive Board.

SECTION 3. QUORUM. A simple majority of officers will constitute a quorum.

SECTION 4. VOTING. Only officers shall be allowed to vote at Executive Board meetings. A simple majority of officers will constitute an affirmative vote. Officers can vote in person or electronically.

SECTION 5. RULES OF ORDER. The business of the alumni association shall be conducted in an orderly fashion and will be based upon the latest edition of Robert's Rules of Order.

**ARTICLE VII
ALUMNI ASSOCIATION MEETINGS**

SECTION 1. REGULAR MEETINGS. This alumni association shall have one (1) regular meeting per year, called the annual meeting. The annual meeting will include election of association officers and an annual review/ratification of the by-laws. Members of the association will be notified of the annual meeting date a minimum of 30 days in advance.

SECTION 2. SPECIAL MEETINGS. Special meetings shall be called upon the written request of at least five alumni association members, or at the discretion of the President or the Executive Board. Adequate notice of such meetings shall be provided to the association members.

SECTION 3. QUORUM. A Quorum shall consist of 5 members of the alumni association.

SECTION 4. VOTING. Only alumni association members shall be allowed to vote. A simple majority of voters will constitute an affirmative vote. Association members can vote in person or electronically.

SECTION 5. RULES OF ORDER. The business of the alumni association shall be conducted in an orderly fashion and will be based upon the latest edition of Robert's Rules of Order.

**ARTICLE VIII
DUES**

SECTION 1. DUES. The Executive Board may set dues for association members. Any member who does not submit established dues shall have their privileges as a member automatically suspended until payment is made.

**ARTICLE IX
MAINTENANCE OF THE BYLAWS**

SECTION 1. BYLAW REVIEW. These bylaws shall be reviewed at the alumni association's annual meeting.

SECTION 2. AMENDMENTS. Amendments to the bylaws may be proposed to the Executive Board at any time. All votes on proposed amendments shall occur at the annual meeting.

SECTION 3. RATIFICATION. These bylaws shall initially become effective upon the unanimous vote of the Executive Board. Subsequent ratifications can be made by a simple majority of voters at the annual meeting.